REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.
DDP - 140

1. TITLE OF REPORT (if a fill-in report include Form No.)

GRAPHICS STATISTICAL REPORT

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS		SECURITY		OTHER (specify)
	MEDICAL		FINANCE		Management

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
3	Monthly	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memo & Print-Out		YES	IF YES GIVE ADP PROCESSING NO.	TSD/ [ ] 25X1
	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)

25X1 [ ] graphics units & [ ]
facilities

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									$312.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$312.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1

Provide Headquarters with statistical data to allow monitoring of
[ ] technical activities.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X	RETAIN AS IS		OTHER (explain)
	CHANGE		
	DISCONTINUE		

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
October 1970		

FORM 142
9-70